

# SAUSALITO MARIN CITY SCHOOL DISTRICT

## MAINTAINING CONFIDENTIALITY OF SCREENING/INTERVIEW PROCESS

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Screening/Interview Committee for: \_\_\_\_\_

Candidate(s): \_\_\_\_\_

To Screening/Interview Committee Members:

As a member of the screening/interview committee for applicants for vacant positions, you will have access to confidential information. The Sausalito Marin City School District considers the entire application/screening/interview process confidential in nature, including but not limited to: Candidate names, materials, ratings, questions/responses, comments and discussions, and recommendations made in connection with the screening/interviews.

Because of the confidentiality and sensitivity of the hiring process, you have an affirmative responsibility not to discuss or disclose any information relating to the applications, screening or interviews to persons or parties who are not authorized to be privy to such information.

Accordingly, your participation implies your full cooperation in this matter. Please sign the statement below, indicating your agreement to keep all matters relating to the screening/interviews confidential.

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As a member of this screening/interview panel, I agree to keep confidential all matters relating to the hiring process, and I further agree not to discuss or disclose any information about the hiring process itself, the applicants, their ratings, or discussions and recommendations to any person or party who is not authorized to be privy to such information.

Date:

\_\_\_\_\_  
Signature of Screener/Interviewer

Date:

\_\_\_\_\_  
Signature of Screener/Interviewer

Date:

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Signature of Screener/Interviewer

Date:

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Signature of Screener/Interviewer

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Signature of Screener/Interviewer

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Signature of Screener/Interviewer

Date:

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Signature of Screener/Interviewer